

FIMS Upload Guide

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The FIMS upload process requires the creation of 2 files. A separate set of upload files is required for every FIMS table that data is being uploaded to.

File #1 - This file contains the data fields (i.e. deferred maintenance, annual actual maintenance, inspection date, ...) being updated and is referred to as the Fields File. Simply create a text file in Notepad with one data field per line. The sample file [upldflds.txt](#) (available on the FIMSWeb page at <http://fimsinfo.doe.gov/downloads.htm> under the *FIMS Upload Process* heading) shows data fields to be updated on the Deferred Maintenance table.

- The first line in the Fields File has to represent the “key” field for a particular table being updated. Reference Chapter 10 Upload Processing of the FIMS User’s Guide for specific “key” field definitions for the Fields File.
- The remainder of the data fields in this Fields File are the data base data element names of the data fields that you will be updating. Reference the appropriate FIMS table in Chapter 2 Listing of FIMS Tables in the FIMS Reporting Guide to find these data element names. Each data element name must be on a separate line in the Fields File.

File #2 - This file contains the data values that are to be uploaded into FIMS and is referred to as the Data File. The data values in this upload file will replace the existing data in the FIMS data base. If blanks/spaces are uploaded for a data field, the data field will become blank.

One of the simplest ways to create this Data File is by formatting an Excel spreadsheet that contains the data values to be uploaded. The sample file [maintenance_fy08.xls](#) (available on the FIMSWeb page at <http://fimsinfo.doe.gov/downloads.htm> under the *FIMS Upload Process* heading) shows data values formatted as outlined below to be uploaded into the FIMS Deferred Maintenance table.

- *Formatting an Excel Spreadsheet to create the Data File*
 - Ensure that the columns in your Excel spreadsheet are in the same sequence as the data fields listed in your Fields File (file #1 above).
 - Each column in your Excel spreadsheet should represent a single data field, i.e., site_number, prop_property_id, defm_dm,....
 - The “key” field (see reference above) will always represent the first 3 columns in your Excel Spreadsheet. The first three columns will always be:
Site Number – Area Number – Property ID
 - The 4th column in your Excel spreadsheet will start with the data field that is being updated, i.e. deferred maintenance.
 - Each column in your Excel spreadsheet will have to be defined with a Column Width. The column widths can be found in a column labeled “Upload Format” in Chapter 2 Listing of FIMS Tables in the FIMS Reporting Guide. **NOTE:** The data field cannot be uploaded if there is no “Upload Format” column or no value in the “Upload Format” column.
 - In Excel, click a column and click the right mouse button. Click **Column Width**. Change the Column Width to the specified value.

- Repeat with each of the remaining columns.
 - Reference the section on *Special Input Instructions* in Chapter 10 of the FIMS User's Guide for information on formatting dates and numeric values.
 - The final step is to save the file to the appropriate format.
 - Click **File, Save As**.
 - Change the Save as Type: (bottom of screen) to **Formatted Text (space delimited) (*.prn)**.
 - Give your file a name, such as uplddata.prn and click **SAVE**.
 - Click **OK/Yes** to the messages.
 - Then simply, rename the uplddata.prn file to uplddata.txt.
- The formatted **uplddata.txt** (available on the FIMSWeb page at <http://fimsinfo.doe.gov/downloads.htm> under the *FIMS Upload Process* heading) Data File is ready to use in the FIMS upload process.

Login to FIMS to initiate the FIMS upload process. Reference the section on *Initiating an Upload* in Chapter 10 of the FIMS User's Guide for detailed instructions.

After uploading data, it is pertinent that you review and verify your data to ensure that the values uploaded were formatted as intended.